

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, November 15, 2017
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; Secretary, Kevin Kuehn; Emily Ysebaert and Rashad Cobb

EXCUSED: John Withbroe, Vice Chair; and Alderman Randy Scannell

ABSENT: Ron Antonneau

STAFF PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Alex Sweetman, Accountant; April Herlache, Transportation Supervisor; and Jennifer Hallam-Nelson, Mobility Coordinator

OTHERS PRESENT: Lisa Conard, Brown County Planning; Alderperson Dave Nenning, and Vincent Caldara, MV Transportation

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:26 a.m.

2. Approval of Agenda

K. Kuehn made a motion to approve the amended November 15, 2017 agenda. E. Ysebaert seconded the motion. Motion carried.

3. Approval of the minutes of the October 18, 2017 meeting

K. Kuehn made a motion to approve the minutes from the October 18, 2017 meeting. E. Ysebaert seconded the motion. Motion carried.

4. Discussion/Action: Painting Metro Canopy

Director Kiewiz stated the existing canopy is in need of some maintenance. Many of the beams and under hangs are rusting. The project consists of sandblasting and repainting the canopy, the support beams, the soffit, light poles and the trim on the facility. Funding consists of 80% federal and 20% local match. Project will start in the spring of 2018.

K. Kuehn made a motion to approve the award of the painting of Green Bay Metro's canopy to Mill Coatings LLC, with an amount not to exceed \$155,770.00. E. Ysebaert seconded the motion. Motion carried.

5. Discussion/Action: Audit Services

Director Kiewiz stated every five years Green Bay Metro, along with the City Finance Department seeks bids for its auditing services. The City Purchasing Department managed the bid process for both departments.

E. Ysebaert made a motion to approve the award of the audit services to Schenck SC, with an amount not to exceed \$33,750 for five years. R. Cobb seconded the motion. Motion carried.

6. Discussion/Action: Three Support Vehicles

Director Kiewiz stated Metro is looking to purchase three support vehicles. They would replace the three current vehicles, 2009 Hybrid Ford Escapes. Purchase request is for one (7) passenger vehicle for Administration and two (5) passenger vehicles for Operations. Funding consists of 80% federal and 20% local match.

K. Kuehn made a motion to approve the award of the award of three replacement support vehicles to Ewald Hartford Ford, LLC in Hartford, WI. Total cost is \$86,024, including the backup alarm and splash guards. E. Ysebaert seconded the motion. Motion carried.

7. Discussion/Action: Bus Purchase

Director Kiewiz stated Metro staff has been in the process of procuring new buses based on the grant dollars received in 2016 from the Surface Transportation Block Grant in addition to Federal 5339 dollars. Staff is in the final stages in evaluating the best option for Green Bay Metro based on the state contract, and the Bloomington contract that Green Bay Metro was part of.

E. Ysebaert made a motion for the approval up to five (5) buses to replace existing buses that are past their useful life with the amount not to exceed \$2.4 Million. R. Cobb seconded the motion. Motion carried.

8. Discussion/Action: 2018 Budget

Director Kiewiz stated we have provided several different documents in your packets. The documents show how Metro dollars are split up according to what is paid by federal, state and each municipality. The local share of the 2018 Green Bay Metro budget that has been approved by the City Council and all partnering municipalities. This is a break down for the Commission and staff is seeking final action. There is a \$155,000 decrease from the 2017 budget.

K. Kuehn made a motion to approve the 2018 budget. E. Ysebaert seconded the motion. Motion carried.

9. Operational Reports

Director Kiewiz provided a brief overview of the ridership reports for Fixed Route, Green Bay Area Public School Ridership, Ashwaubenon School Ridership, Paratransit and September's monthly schedule adherence, which is at 95%. Director Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

10. Financial Reports

Director Kiewiz provided an overview of the revenue and expense reports. Currently, Metro is under budget.

11. Directors Reports

Director Kiewiz stated she would like to update the Commissioner on a couple of projects for 2018.

- Implementation of the East Side Hub is scheduled for August 1, 2018.
- Green Bay Metro is up for their federal Triennial review which is conducted every three (3) years.
- In addition, to the Wisconsin Management Audit that is conducted by the State DOT every five (5) years will take place in 2018.
- Transit Way access to Quincy Street is planned for 2018. We have received federal dollars to assist in paying for this change. Changing the access to the front of the facility; separating public access to the bus access.
- Metro is also looking at updating our current AVL/GPS software. We currently have Trapeze. Looking at replacing the current system and adding some additional amenities to assist in maintenance.

12. Other Business

No other matters.

13. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, December 20, 2017 at 8:15 a.m.

14. Adjourn

Motion made by E. Ysebaert, seconded by K. Kuehn, to adjourn at 8:46 a.m. Motion carried.

Respectfully submitted,

Essie Fels
Recording Secretary